



Procedures for Ordering IT Goods and Services by In Scope Executive Branch Agencies

July 1, 2006

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General Instructions

1. **Definitions: IT goods and services as related to these instructions are defined by the list provided at the following site:**

<http://www.vita.virginia.gov/>

Click “Supply Chain Management”

Click “How to Buy”

Click “VITA's IT Goods and Services List (Infrastructure/non-infrastructure)”

- Infrastructure goods and services are those indicated in the above list as “in Scope”.
2. **Orders for IT Infrastructure Goods and Services:** For infrastructure goods and services, agency delegated procurement authority is 0. All orders for infrastructure IT goods and services must be routed to VITA for review and approval. This is accomplished by selecting the appropriate eVA “V” PO Category at the requisition header.
 - The eVA order will be created as a non-catalog order.
 - The Vendor selected will be Virginia Information Technologies Agency – Infrastructure
 - The order dollar value will be 0.
 - In the description field enter the specifications of the product or service required. If there is a desired vendor, model, etc., provide that information in the description or comments. If there are lengthy specifications, these should be provided by attachment to the eVA requisition.
 - Enter your agency Bill To address.
 - The use of Pcards is not authorized for infrastructure eVA orders. If you have a Pcard loaded to eVA, uncheck this block at the Add Title screen.
 - **Do not check the Send to eProcurement block on the Add Title Screen.**
 - **Do not use the VITA Bill To address. (Virginia Information Technologies Agency - E136).**
 - eVa receiving must be used for all in scope orders.
 - Avoid the use of Lot for Unit of Measure when doing a non-catalog order. Lot as a unit of measure is a problem when you have to do multiple receipts on the same order. Orders should be created with UOM that reflects how the order will be invoiced and received.
 - The Agency AITR must approve all infrastructure orders in eVA to approve the financial commitment.
 3. **Orders for non-infrastructure IT Goods and Services Greater than \$50,000:** Agency delegate authority is \$50,000. All orders greater than \$50,000 for IT goods and services (infrastructure, Non-infrastructure, contract or non-contract) must be routed to VITA for review. This is accomplished by entering the “V” PO Category code for any IT order greater than \$50,000.

- VITA has delegated procurement authority to agencies for IT goods and services under \$50,000. For requirements above \$50,000, VITA retains procurement authority unless specifically delegated to the agency on an exception basis in writing.
 - If the agency has been granted an exception to conduct an IT procurement over \$50,000, the PO Category “V” code must be entered on the resulting requisition to route the transaction to VITA for final review and approval.
 - For non-infrastructure orders from an existing contract, enter the actual supplier as the vendor and enter the agency Bill To.
 - For non-infrastructure sole source orders, enter the actual supplier as the vendor and enter the agency Bill To and attach an approved sole source document. Do not check the block to send the attachment to the vendor.
 - If the agency has not been granted a delegation of authority for an order greater than \$50,000, enter Virginia Information Technologies Agency as the vendor with the agency Bill To. Attach the specifications and any known sources that VITA should solicit in the requisition. The vendor information can be provided in the description, in the comments block or provided as an attachment. Do not check the block to send the attachment to the vendor.
 - Any order to a non-eVA vendor using the “V” PO Category must use Virginia Information Technologies as the supplier.
4. **Receiving Orders:** Receiving of orders for infrastructure goods and services is not for the purpose of paying a vendor directly for the services. Instead, the receipt is for the purpose of confirming that the requested service has been received.

In addition, the notification of a need to receive will not occur in the standard fashion. The service requested will be delivered by VITA’s partner, Northrup Grumman, based on a delivery ticket. This ticket will reference the original agency Purchase Order number and the ticket will request that this information be passed on to the agency receiver to complete the eVA receiving.

- Receiving for all IT infrastructure goods and services orders must be accomplished in eVA.
- When an order reaches the Ordered status, a receiving document is created and placed in the receiving in-box of the person designated to do the receiving.
- Once the item is received and accepted, receiving should be accomplished by the designated person.
- If the agency is set up for Desktop Receiving the shell will be available to the person who initiated the order.
- If the agency is set up for Central Receiving, the receiving must be done by the person or persons given the receiving role.

IT eVA Ordering Instructions with Screen Shots

The steps in the order creation process are displayed below and individual instructions are provided for each slide.

Requisition Creation:

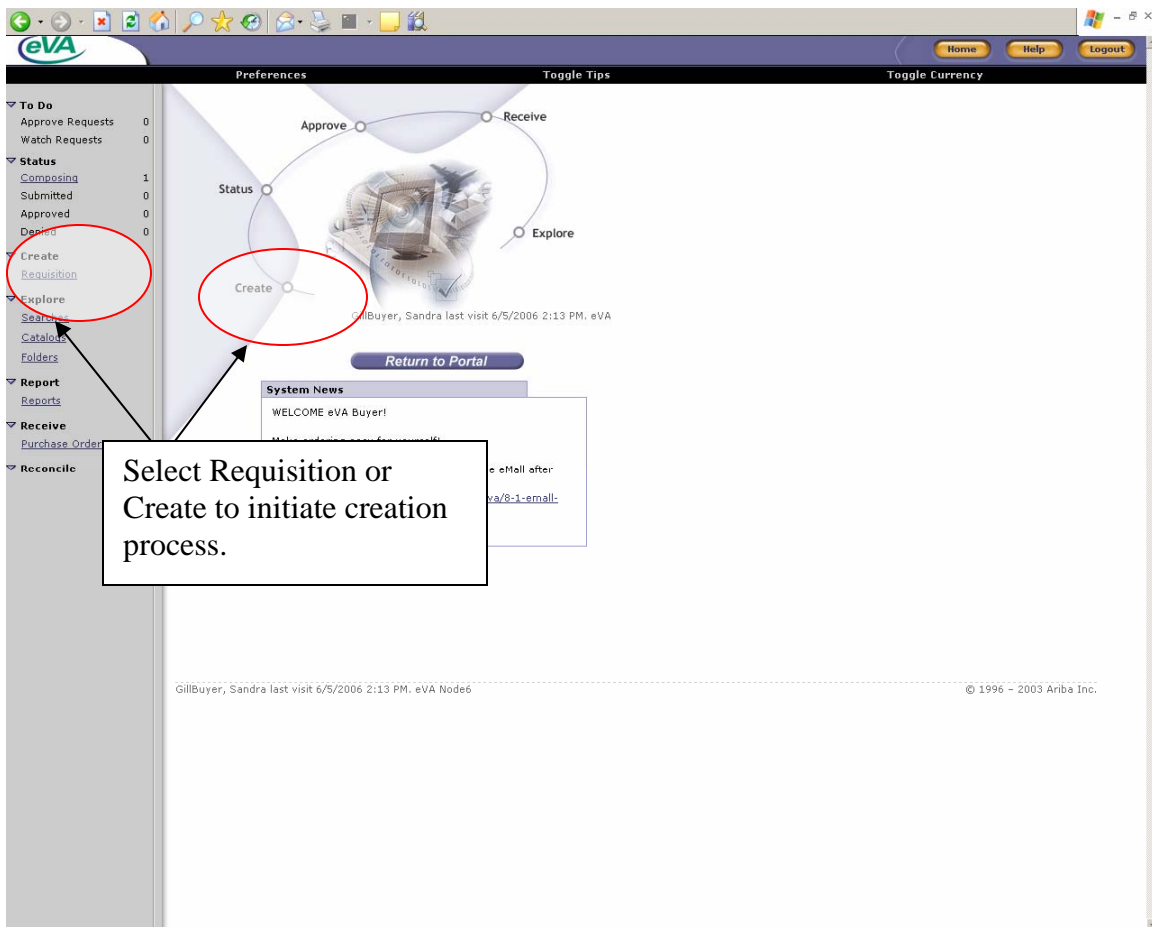
- To login go to www.eva.virginia.gov

The screenshot shows the eVA website interface. The header includes the Virginia logo and the text "eVA Virginia's Total e-Procurement Solution". A search bar is located in the top right. The left sidebar contains a navigation menu with links such as "DPS Website", "Ariba Supplier", "Learn About eVA", "Training", "NIGP Codes", "UNSPSC Codes", "Recommended Browsers", "Knowledge Center", "eVA Dashboard", and "Site Map". The main content area features a "Quick Links" section with various links like "APSPM Manual", "Vendors Manual", "Local Govt. Sign-Up", "State Contracts", "PPEA", "Procurement Directory", "Reports List", "List of States' Preferences", "eVA Order Terms", "Vendor Registration", "Vendor Information Center", "Solicitations & Awards", "Future Business Opportunities", "eVA Dashboard", "more Buyer/Vendor Info...", and "Search for Sheltered Workshops". Below the "Quick Links" section, there are two login forms: "Buyer Login" and "Vendor Login". The "Buyer Login" form is circled in red. It contains fields for "Username" and "Password", a "Login" button, and a link for "Password Problems? Click here". The "Vendor Login" form also has "Username" and "Password" fields, a "Login" button, and a link for "eVA or Ariba Password Problems? Click here Need a Login?". To the right of the login forms, there is a "eVA Testimonials" section, a "Watch eVA Grow" section with statistics (961,233 Orders, \$8.8 Billion Spent, 5 Million Items, 983 Catalogs, 171 Agencies, 492 Localities, 32,723 Vendors, 9,121 Users), a "eVA Customer Care" section with contact information (Phone: 866-289-7367, Email: eVACustomerCare@dot.virginia.gov), and a "eVA News & Events" section with a "DMV GRANT APPLICATION ANNOUNCEMENT". At the bottom, there is a "Nationally Acclaimed" section with logos for Trailblazer Award, MIT Government Innovator, "Best in Breed" in Technology, Prestigious Gold Award, Effectiveness Through Government Award, and NASPO. The footer contains links for "Privacy Statement", "Help", "Site Map", "eVA UAT & Training", and "Freedom of Information".

- Enter your assigned user name and password.
- Note the link below the login that is used to request your password be reset. Click on the button and follow the instructions for submission. You will be sent an email with a computer generated password. Copy and paste this into the login screen and proceed.

The screenshot shows the eVA Knowledge Center website. The top navigation bar includes the eVA logo, a welcome message for 'GillBuyer, Sandra', the date 'June 5, 2006 - 2:50 PM', and links for 'Preferences', 'Help', and 'Logout'. The left sidebar contains a menu with 'Applications' (Quick Quote, Reports & Documents, Shop Now, Portal, Portal Home Page) and 'Support' (Accessibility, Customer Support, FAQ, Submit an Issue). The main content area is titled 'eVA Knowledge Center' and features 'Latest eVA News'. A red box with the text 'Select Shop Now' is overlaid on the 'Shop Now' link in the left sidebar. The news items include an alert about report errors, a notice about eVA report users, and a notice about the revised eVA Business Plan. The right sidebar contains links for 'Future Procurements' and 'eVA Channels'.

- Click on Shop Now



- Click on requisition to start the process or click on Create and then it will open to the choice of requisition and click requisition here. Either method works for starting the process.

PR1429310: A731STCC Infrastructure Order Test
Items: 0 Total: \$0.000000USD

1 Add Title Requisition

Enter the requisition title and change one or more of the other requisition fields, if desired. If you are creating the requisition on behalf of another user, the user's accounting, shipping, and delivery information apply.

How To Screen Details

Title: A731STCC Infrastructure Order Test

On Behalf Of: GillBuyer, Sandra

Agency Code: 731 [select]

Fiscal Year: 2006 [select]

PO Category: VR1 [select]

DOC Reference Number:

Contact Name:

Send ALL items to eProcurement: ☐

Pre-Encumbrance Number:

Next > Exit

GillBuyer, Sandra last visit 6/5/2006 2:13 PM, eVA Node6

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- At the Add Title screen, enter a title for the requisition that will allow you to locate the requisition from a list in your Status box when searching for a requisition..
- The use of pcards is not authorized for infrastructure orders. Remove the check from the Pcard box.
- Select “Vxx” PO Category. This will insert VITA approvals into the requisition workflow. In addition, the V code will insert an approval for the agency AITR to approve in eVA.
- **Do not check the Send to eProcurement block on the Add Title Screen above.**
- Click Next.
- **For VDOT, DEQ, TAX and DMV: At the above screen select the “On Behalf Of” user set up for your agencies use, then follow the remaining basic instruction in this instruction. For these agencies the “V” Code is defaulted for the selected On Behalf user and all items, regardless of dollar value will be routed to VITA.**

Orders for Infrastructure Goods and Services:

The screenshot shows the eVA Requisition system interface. The top navigation bar includes links for Home, Help, and Logout. The main header displays the user's name (PR1429310: A731STCC Infrastructure Order Test) and the total amount (\$0.00000USD). The left sidebar shows the shopping cart steps: 1. Add Title, 2. Add Items (selected), 3. Add Accounting Details, and 4. Check-out.

The main content area is titled 'Add Items' and includes a search bar with a 'Search' button and a 'Reset' button. Below the search bar, there is a 'Favorites' section with a 'Recent Choices' dropdown. The search results show '845,644 items found'. The 'View By' dropdown is set to 'Category'. A red circle highlights the 'Create Non-Catalog Item' button in the top right corner of the main content area.

The search results are organized into two columns of categories, each with a count in parentheses:

- Contracts (7)**
 - Mandatory (2)
 - Optional (5)
- Apparel and Luggage and Personal Care Products (260)**
 - Clothing (7)
 - Footwear (1)
 - Luggage and handbags and packs and cases (204) ...
- Chemicals including Bio Chemicals and Gas Materials (10)**
 - Additives (1)
 - Colorants (9)
- Commercial and Military and Private Vehicles and their Accessories and Components (1)**
 - Motor vehicles (1)
- Defense and Law Enforcement and Security and Safety Equipment and Supplies (1489)**
 - Fire protection (14)
 - Law enforcement (915)
 - Light weapons and ammunition (58) ...
- Domestic Appliances and Supplies and Consumer Electronic Products (662)**
 - Bedclothes and table and kitchen linen and towels (10)
 - Consumer electronics (454)
 - Domestic appliances (21) ...
- Editorial and Design and Graphic and Fine Art Services (26)**
 - Advertising (1)
 - Graphic design (9)
 - Professional artists and performers (1) ...
- Electronic Components and Supplies (1)**
 - Diodes and transistors and semiconductor devices (1)
- Farming and Fishing and Forestry and Wildlife Contracting Services (4)**
 - Horticulture (1)
 - Land and soil preparation and management and protection (2)
 - Water resources development and oversight (1)
- Financial and Insurance Services (3)**
 - Accounting and auditing (2)
 - Development finance (1)
- Fuels and Fuel Additives and Lubricants and Anti corrosive Materials (22)**
 - Fuels (3)
 - Lubricants and oils and greases and anti corrosives (19)
- Healthcare Services (3)**
 - Comprehensive health services (1)
 - Medical practice (2)
- Industrial Manufacturing and Processing Machinery and Accessories (641)**
 - Industrial food and beverage equipment (2)
 - Lapidary machinery and equipment (8)
 - Metalworking machinery and equipment and supplies (631)
- Laboratory and Measuring and Observing and Testing Equipment (137)**
 - Measuring and observing and testing instruments (137)
- PunchOut Catalogs (3)**
 - Punchout (3)
- Building and Construction and Maintenance Services (13)**
 - Building support and maintenance and repair services (13)
- Cleaning Equipment and Supplies (5606)**
 - Cleaning and janitorial supplies (1150)
 - Industrial laundry and dry cleaning equipment (1)
 - Janitorial equipment (550) ...
- Communications and Computer Equipment and Peripherals and Components and Supplies (26372)**
 - Communications and computer supplies (577)
 - Hardware and accessories (25638)
 - Software (157)
- Distribution and Conditioning Systems and Equipment and Components (108)**
 - Fluid and gas distribution (15)
 - Heating and ventilation and air circulation (58)
 - Industrial filtering and purification (34) ...
- Drugs and Pharmaceutical Products (34)**
 - Central nervous system drugs (6)
 - Miscellaneous drug categories (28)
- Education and Training Services (119)**
 - Educational facilities (78)
 - Specialized educational services (1)
 - Vocational training (40)
- Environmental Services (44)**
 - Environmental management (18)
 - Environmental protection (2)
 - Pollutants tracking and monitoring and rehabilitation services (9) ...
- Farming and Fishing and Forestry and Wildlife Machinery and Accessories (6)**
 - Agricultural and forestry and landscape machinery and equipment (6)
- Food Beverage and Tobacco Products (157)**
 - Bakery products (15)
 - Beverages (73)
 - Dairy products and eggs (7) ...
- Furniture and Furnishings (5620)**
 - Accommodation furniture (3063)
 - Commercial and industrial furniture (2557)
- Industrial Cleaning Services (6)**
 - Cleaning and janitorial services (4)
 - Refuse disposal and treatment (1)
 - Toxic and hazardous waste cleanup (1)
- Industrial Production and Manufacturing Services (8)**
 - Machinery and processing services (4)
 - Manufacture of electrical goods and precision instruments (2)
 - Metal and mineral industries (1) ...
- Lighting and Electrical Accessories and Supplies (319)**
 - Lamps and lightbulbs and lamp components (236)
 - Lighting and fixtures and accessories (83)

- All infrastructure goods and services should be created as Non Catalog item.
- Do not put infrastructure and non-infrastructure items on the same requisition.
- Click on Create Non Catalog Items.

PR1429310: A731STCC Infrastructure Order Test
Items: 0 Total: \$0.000000USD

2 Add Non-Catalog Item

If you cannot locate an item in the catalog, request a non-catalog item using the fields below. Non-catalog items may take longer to process because your purchasing department may get involved to complete the order. Add the information before leaving the screen.

Full Description: Ten standard Notebook Computers to support additional staff. This is an incremental add to agency MOU. Currently have Dell equipment and desire to

*Commodity Code: Computers, Notebook computers (NIGP 20454) Supplier Auxiliary Part ID:

*Supplier: Virginia Information Technologies Agency Quantity: 10

*Contact: 110 South Seventh Str [select] Unit of Measure: each

Supplier Part Number: Price: \$0.000000USD

Contract #: Amount: \$0.000000USD

* indicates required field

Update Total

OK Cancel

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Avoid use of
Lot as Unit
of Measure

- Non-catalog item orders can be created and entered from this screen.
- Enter a full description. This field limited to 256 characters. Attachments can be added for lengthy descriptions or specifications. If you have a preferred model, vendor, etc., enter that information in the description, comments block or as an attachment..
- A commodity code must be entered. Click on the down arrow, search by word description.
- Click the down arrow for Supplier and select Other. In Search type in “Virginia Information%” and click Search. Select Virginia Information Technologies Agency – Infrastructure. The % sign is used as a wildcard in the search engine.
- Add any available supplier part number identification as appropriate.
- Enter the Contract number if there is an existing contract for the item
- Insert a quantity.
- Enter the price as zero. The actual price will be determined by VITA during the review process based on the agency MOU.
- Click on OK and the item will be added to your requisition.
- When complete, click OK to add the item to the shopping cart.

PR1429310: A731STCC Infrastructure Order Test

Items: 1 Total: \$0.000000USD

Shopping Cart **Requisition**

These are the items you have added to your requisition. You can edit, copy, or delete selected line items, and add new line items. If you change any values, update the total.

To hide this screen in the future, click the check box; to show the screen again, reset the default preference.

[How To](#) [Screen Details](#)

No.	Type	SR	Solicit	Description	Qty	Unit	Price	Amount
1				Ten standard Notebook Computers to support additional staff. This is an incremental add to agency MOU. Currently have Dell equipment and desire to continue with Dell.	10	each	\$0.000000USD	\$0.000000USD

Supplier: [Virginia Information Technologies Agency](#)
 Contact: [110 South Seventh Street](#)
 Commodity Code: [Computers, Notebook computers \(NIGP 20d54\)](#)
 Contract Number:
 Bill To: [Staunton Correctional Center](#)
 Small Business: ☐
 Minority Owned Business: ☐
 Woman Owned Business: ☐

Ten standard Notebook Computers to support additional staff. This is an incremental add to agency MOU. Currently have Dell equipment and desire to continue with Dell.

[Edit](#) [Copy](#) [Delete](#)

☐ Don't show this page again after adding item(s)(reset in preferences).

Total Cost: \$0.000000USD

[Update Total](#)

[Back to Catalog](#) [Next](#) [Checkout](#)

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- Once the non-catalog screen was completed and saved, the above item was added to the requisition. Do not enter infrastructure and non-infrastructure items on the same requisition.
- After adding all items, click Next.

PR1429310: A731STCC Infrastructure Order Test
Items: 1 Total: \$0.00000USD

3 Add Accounting Details Requisition

These are the accounting details for each line item. You can edit line item accounting details and split accounting for a line item (to create different accounting splits). [How To](#) [Screen Details](#)

Accounting - by Line Item

Items in this request: 1

No.	Type	SR	Solicit	Description	Qty	Unit	Price	Amount
1				Ten standard Notebook Computers to support additio	10	each	\$0.00000USD	\$0.00000USD
Fund:					(no value)			
Program/Sub-Program:					(no value)			
Object:					(no value)			
Cost Code:					(no value)			
Project:					(no value)			
FIPS:					0790			
VITA Agency Use:					731			

[Edit](#) [Split Accounting](#)

GillBuyer, Sandra last visit 6/5/2006 2:54 PM, eVA Node5 © 1996 - 2003 Ariba Inc.

- The end user will verify or complete the agency accounting information for the agency budgetary unit paying for the equipment.
- The eVA system changes implemented for VITA adds additional fields for the required VITA accounting data. These fields have been defaulted for the agency and have been hidden from view except for the VITA Agency Use field for all agencies and the VITA Department field for agencies that purchase for more than one agency code.
- VITA Agency Use Field: This is a free form field for the use by the agency at its discretion. It is not a mandatory field and could be used by the agency to insert a unique code for reconciliation of the VITA monthly bill.
- Agency Ship To addresses can be accessed by clicking the down arrow by the Ship To field. Select the appropriate address.
- Click Next to proceed.

Accounting Data Example For Agency That Creates Orders For Multiple Agencies:

2 Edit Line Item Accounting - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address https://buys-www-01.buysense.com/Arba/Buyer/aw/multi-awer/buyer/col/4/qreq/2Wq7*1Ybawer of

NEW! FREE Pop-up Blocker Click here to get it now! 30-second download

Welcome Sager, Cindy last visit 9/23/2004 11:17 AM

Home Logout Preferences Toggle Tips Toggle Currency Help

3 Edit Line Item Accounting

Requisition PR548369
Larry's Test

Line Item: TIMESOFT TEST SKU

Fund: (no value) +

Program/Sub-Program: (no value) +

Object: (no value) +

Cost Code: (no value) +

Project: (no value) +

FIPS: 0760 +

VITA Department: 072 +

VITA Agency Use: 701

Split Accounting

OK Cancel

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[Support](#)

Done

Start Inbox - Micro... Need you asse... View Line Item... Edit Line Item... PW: eVA Pass... Large Agency ... Internet

12:15 PM

- This example is from the Department of Corrections. This agency buys for multiple agencies and selects the appropriate agency from the Entity Code drop down box on the Add Title screen.
- As can be seen from the screen above, the VITA Department field is shown with a value in the field. This is the VITA Department code for the default agency code on the Add Title page.
- If you change the default value for the Entity Code, it does not automatically change the default value for the VITA Department. It does filter the VITA Department code and only allows you to add the proper code through the select box (+).
- If the default Entity Code is edited on the Add Title screen and the VITA Department is not manually edited on the Edit Accounting screen, the transaction will be rejected when it is submitted and you must go back and change the VITA Department code.
- **IMPORTANT:** The requirement to edit the VITA Department when you change the default Entity code applies to all transaction, not just in scope "Vxx" coded transactions.

PR1429310: A731STCC Infrastructure Order Test
Items: 1 Total: \$0.00000USD

4 Checkout Requisition

Review your requisition, make changes as necessary, and submit the request for approval. [How To](#) [Screen Details](#)

Summary **Approval Flow**

Title: A731STCC Infrastructure Order Test
On Behalf Of: GillBuyer, Sandra
Agency Code: 731 [select]
Fiscal Year: 2006 [select]
PO Category: VR1 [select]
DOC Reference Number:
Contact Name:
Send ALL items to eProcurement: ☐
Pre-Encumbrance Number:

Line Items [Add items](#) [Hide Details](#)

No.	Type	SR	Solicit	Description	Qty	Unit	Price	Amount
1				Ten standard Notebook Computers to support additional staff. This is an incremental add to agency MOU. Currently have Dell equipment and desire to continue with Dell. Supplier: Virginia Information Technologies Agency Contact: 110 South Seventh Street Commodity Code: Computers, Notebook computers (NIGP 20454) Contract Number: Bill To: Staunton Correctional Center Small Business: <input type="checkbox"/> Minority Owned Business: <input type="checkbox"/> Woman Owned Business: <input type="checkbox"/>	10	each	\$0.00000USD	\$0.00000USD

Ten standard Notebook Computers to support additional staff. This is an incremental add to agency MOU. Currently have Dell equipment and desire to continue with Dell.

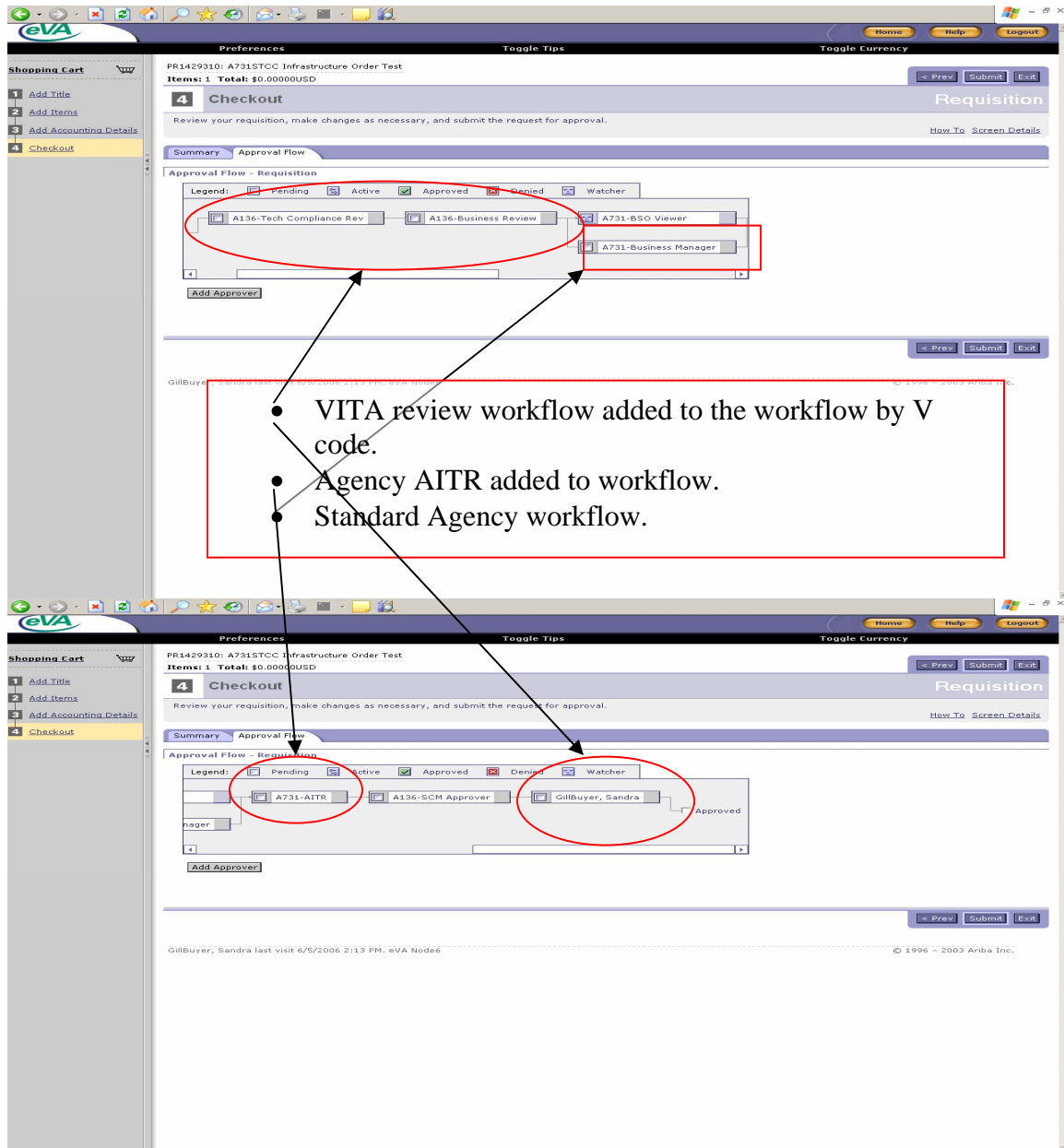
Total Cost: \$0.00000USD [Update Total](#)

Shipping - Entire Requisition
Ship To: Staunton Correctional Center
Deliver To: Sandra GillBuyer
Need-by Date: Mon, 31 Jul, 2006

Comments - Entire Requisition

- At Checkout do a final review and edit of the transaction as required.
- Immediately below the section of the Checkout page show above there is a comments box and the as well as the capability to add attachments.
- It is suggested that you click on the Approval Flow box and see who will be required to approve this requisition.

Approval flow for Infrastructure order on two screens:



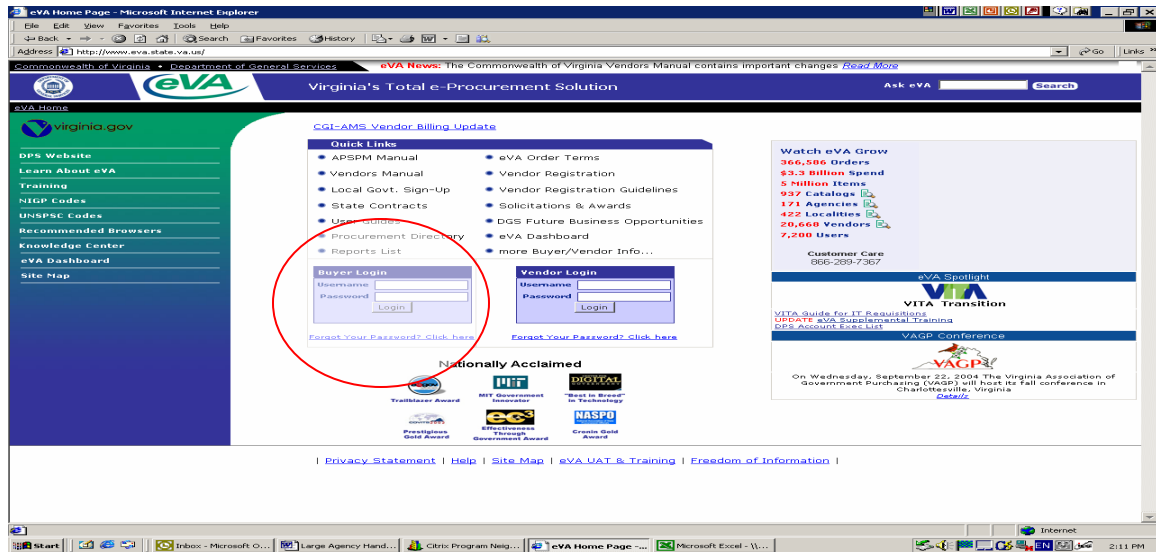
- This is a picture of the workflow created for this requisition and should be reviewed before submission of the order.
- The approvers in ovals are the IT approvers added to the workflow by selection of the “Vxx” PO Category.
- The approvals in the rectangle are the standard approval flow for this agency.
- Click Submit to start the requisition in the workflow. Upon completion of the final approval, the order will be sent electronically to the vendor.

PO Printing Requirement: Approval flow for non-registered eVA vendor or registered vendor that is not signed up for receiving electronic orders

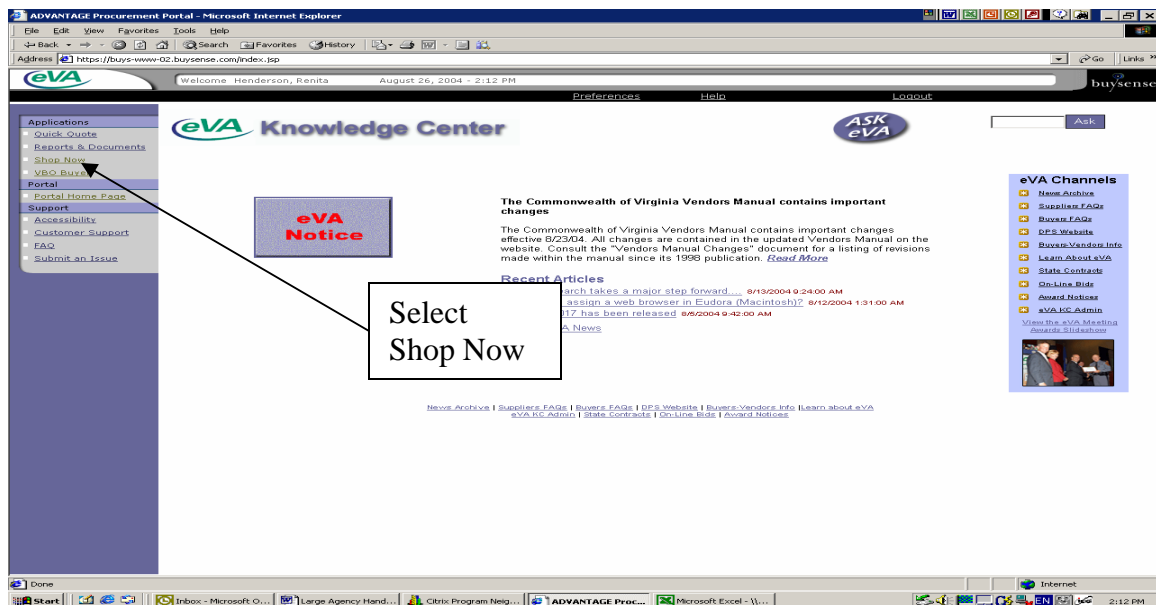
- The last role in the above workflow is for PO Print. This role is used to inform you that this is not an electronic enabled vendor and that you must print the order and send it to the vendor.
- At this stage you are just seeing what the workflow indicates will happen. After you submit the requisition it will go through the approval process and return to the person defined for this approval.
- The PO Print approver must approve the order and then wait for the requisition status to change to Ordered (approximately 15 minutes). When the status has changed to Ordered, go in and open the order (EPxxx) and print and fax/mail to the vendor.

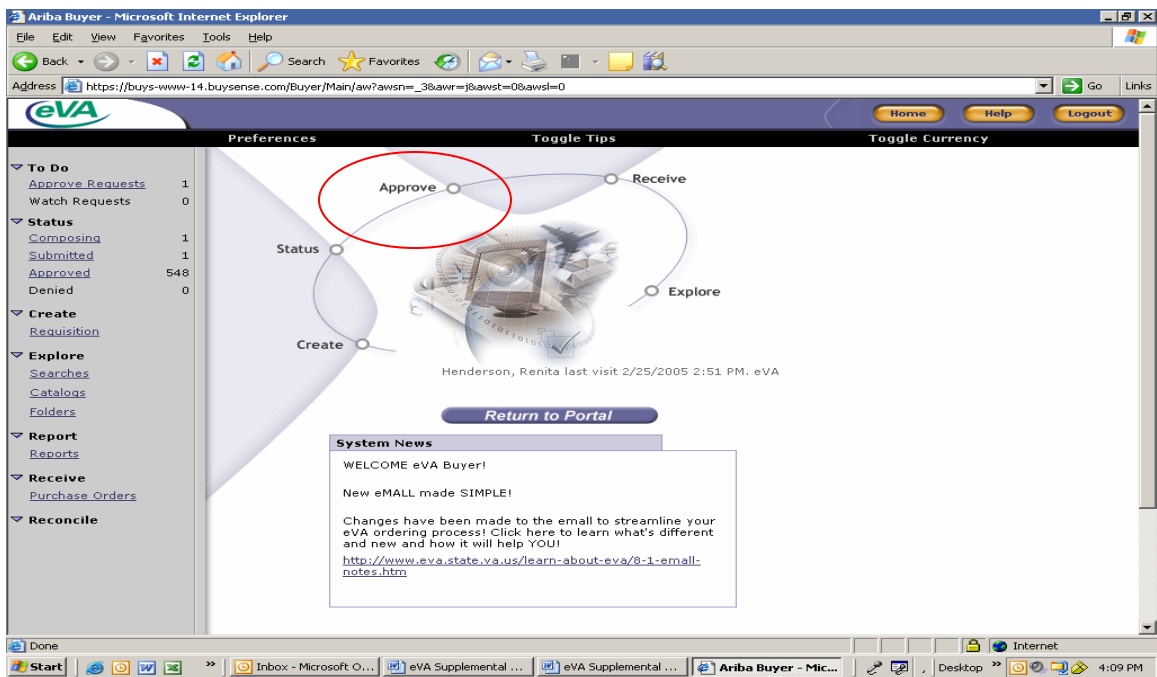
Approval Process:

To login go to www.eva.state.va.us

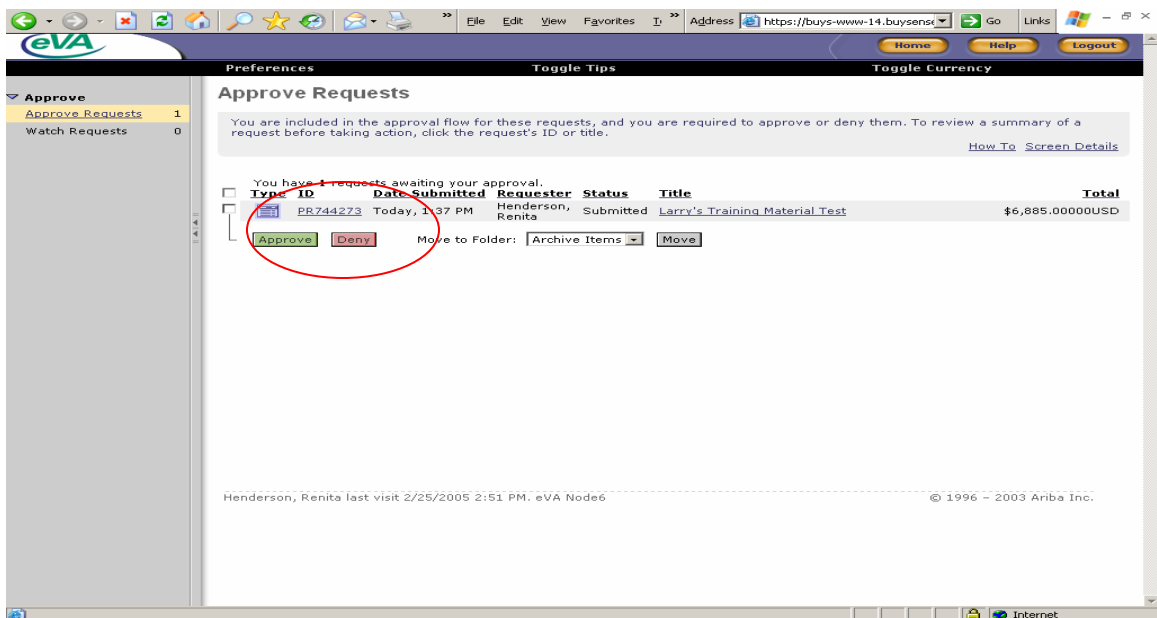


- Enter your assigned user name and password.

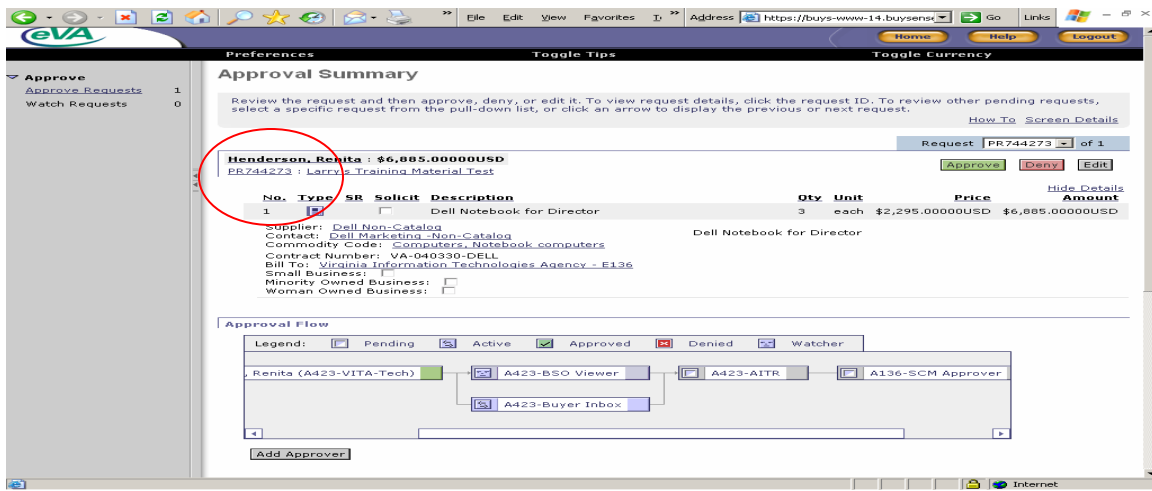




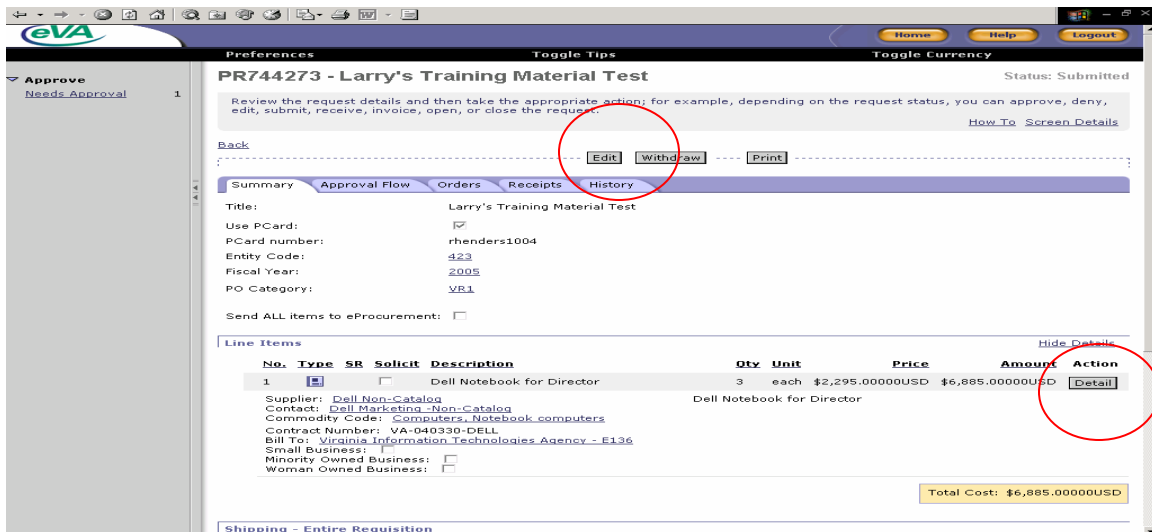
- In this instance there is only one requisition for approval as shown under the To Do heading.
- Click the Approve button to open the approval in box.



- The requisition could be approved from here. However, this should not be done since the requisition detail has not been reviewed.
- Click on the PR number to open the requisition for review.



- At this screen you can review each line item on the requisition.
- In addition, you are shown the workflow for this requisition.
- Click on the requisition number to open the requisition for additional review.



- You must click Edit if you need to change the requisition. You can edit only if you have been given Edit Approval authority in your eVA personal user profile.
- Verify that the Pcard block has been unchecked. Edit and remove if it has been checked.
- Verify that a "V" PO Category has been selected. Edit and change if the "V" code has not been selected.
- **Verify that the eProcurement block is not checked. Edit and remove if it is checked.**
- Verify the technical details of the order and edit as appropriate.
- Changes to the requisition will start the approval process over.
- Click on Detail to review the remainder of the requisition.

PR744273: Larry's Training Material Test
Items: 1 Total: \$6,885.000000USD OK

Review line item details, such as accounting and shipping information. How To Screen Details

Line Item Details

No.: 1
Description: Dell Notebook for Director
Supplier Part Number: Dell-12345
Supplier Auxiliary Part ID:
Quantity: 3
Unit of Measure: each
Price: \$2,295.000000USD
Commodity Code: [Computers, Notebook computers](#)
Supplier: [Dell Non-Catalog](#)
Contact: [Dell Marketing - Non-Catalog](#)
Contract #: VA-040330-DELL
Small Business: ☐
Minority Business: ☐
Woman Owned Business: ☐
NIGP CommodityCode:
Bill To: [Virginia Information Technologies Agency - E136](#)
Additional Data:

Accounting - by Line Item

Fund Detail: 0100
Program/Sub-Program: 50204

Minority Business: ☐
Woman Owned Business: ☐
NIGP CommodityCode:
Bill To: [Virginia Information Technologies Agency - E136](#)
Additional Data:

Accounting - by Line Item

Fund Detail: 0100
Program/Sub-Program: 50204
Sub Object: 2212
Cost Center: 285
Project: 66015

VITA Agency Use: 423
Grant:

Shipping - by Line Item

Ship To: [Dept of Historic Resources-Admin Services](#)
Deliver To: Renita Henderson
Need-by Date: ? Fri, 11 Mar, 2005

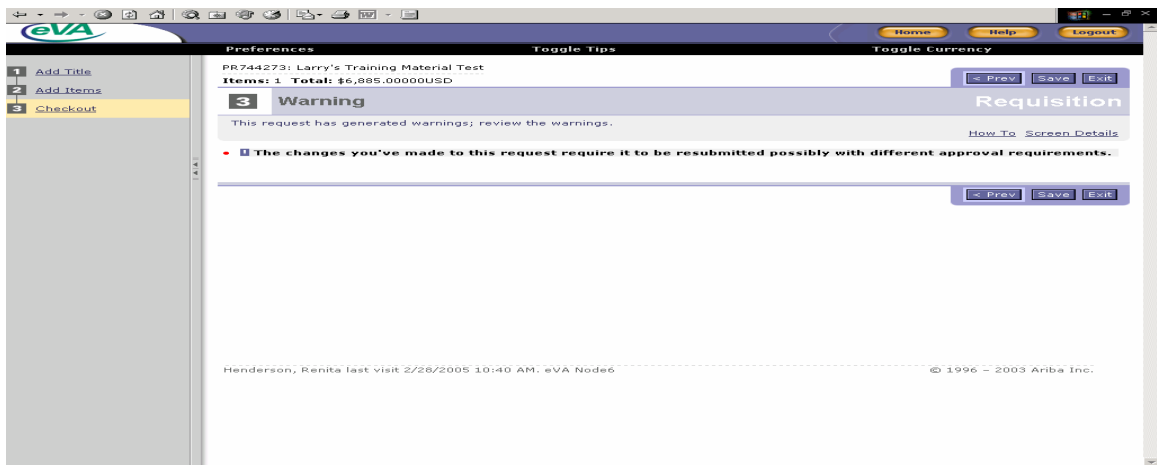
Comments - by Line Item

Add Comment

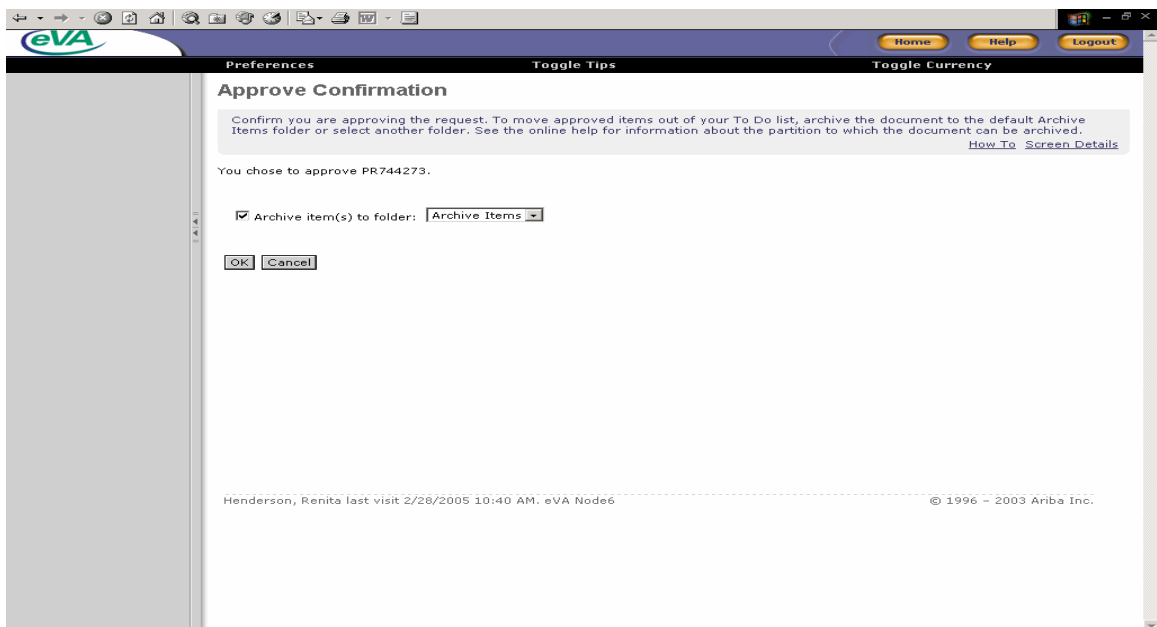
OK

Henderson, Renita last visit 2/28/2005 6:17 AM. eVA Node5 © 1996 - 2003 Arriba Inc.

- Review and edit as appropriate.



- When an edited requisition is saved, the above message will appear indicating that the workflow will re-fire because of the edit of the requisition. Since the requisition has changed it is appropriate that previous approvers review and approve again. (This example is assumed to be the edit of the Tech Configuration approver.)
- Click the Save button again and the requisition will go back into the approval workflow.

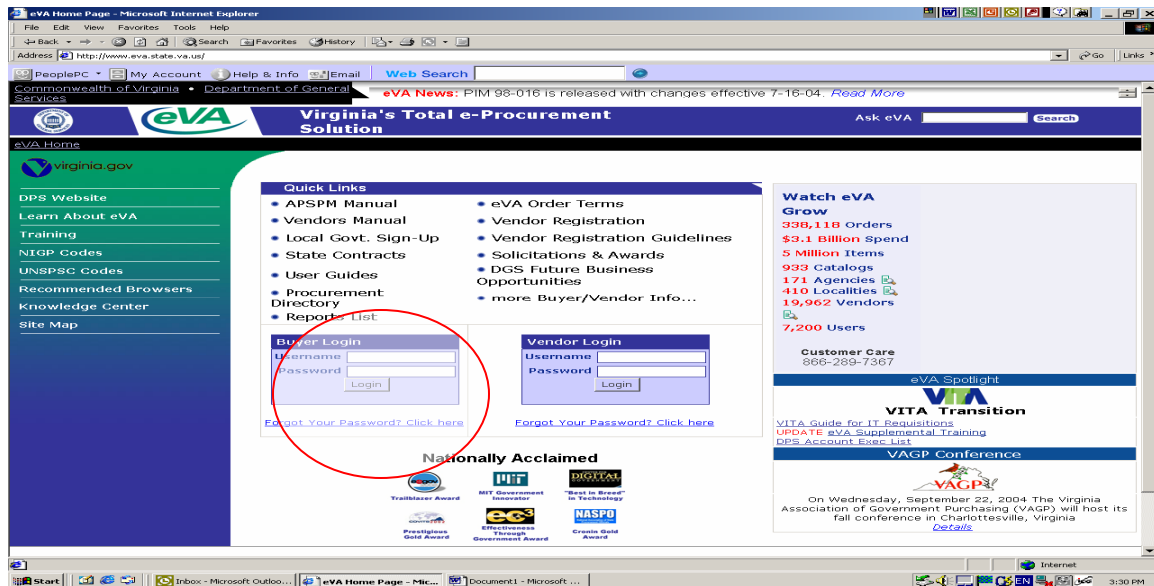


- Click OK to confirm approval.

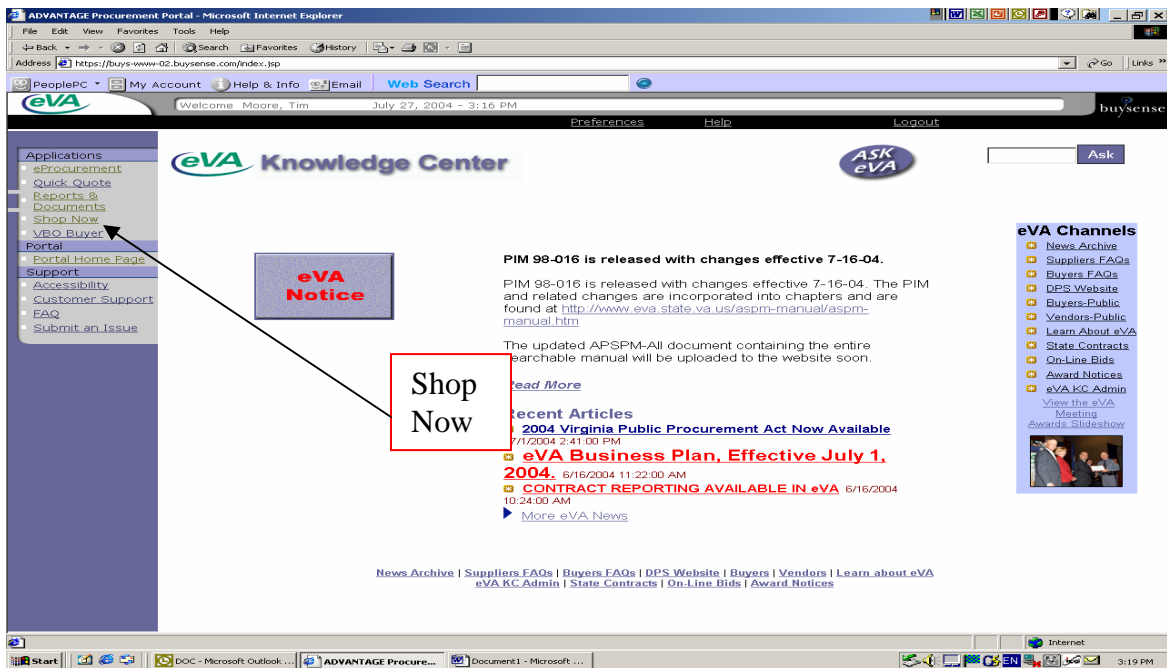
Receiving Orders

Infrastructure Goods and Services: Receiving for all IT infrastructure goods and services orders must be accomplished in eVA. When an order reaches the Ordered status, a receiving document is created and placed in the receiving in-box of the person designated to do the receiving. If the agency is set up for Desktop Receiving the shell will be available to the person who initiated the order. If the agency is set up for Central Receiving, the receiving must be done by the person or persons given the receiving role.

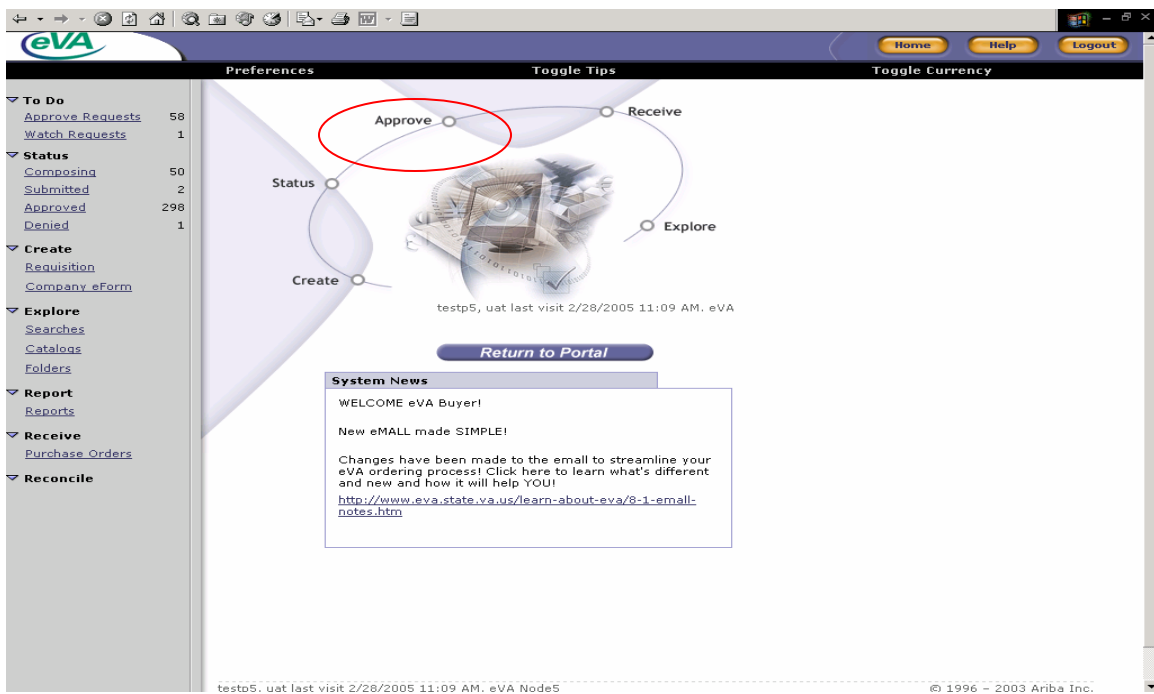
Non-infrastructure IT Goods and Services: These services will be ordered from a commercial supplier and Billed To the agency. Therefore, VITA does not require receiving in eVA for these items.



- Go to www.virginia.gov
- Enter your Userid and password and click login.
- Do not allow Windows to save your password.
- Answer “yes” to the question about going to a secure site.



- At this screen click Shop Now on the left navigation bar.



- Click on the Receive button.

1 Select Order

2 Select Receipt

3 Receive

4 Additional Info

5 Summary

1 Select Order - Search

Receiving

Select the type of request to receive, enter search criteria if available, and search to find requests that match your criteria. To select a request, click the ID.

Order ID

EP200671

Search

Advanced

Back to Select Order

Search Results

Enter search criteria above

Exit

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- Enter the order number (EP) that you wish to receive and click search.

- The receiving document will open.
- If the entire order has been received, you can click Accept All at the top or you can type in the quantity received in the Accepted box.
- If you are receiving/accepting less than the full order quantity, type in the actual quantity received.
- The Date Received is defaulted to the current date. This date should be changed to reflect the actual date received by clicking on the calendar and selecting the received date.
- Note that the default on the Close Order is “No”. If you do a partial receipt by entering a quantity of less than the quantity ordered or not receiving all lines, the system will create another receipt document for the remaining quantity and put it in the Receive folder.
- If you receive less than the full quantity and the remaining items will not be provided by the vendor, Close Order should be changed to “Yes”. In this circumstance the system will not create another receiving document.
- After completing all entries, click the Submit button at the bottom of the screen.

- In the previous receipt, two of the four items were received.
- Clicked on return to Home.
- Click on Receive again.

1 Select Order
2 Select Receipt
3 Receive
4 Additional Info
5 Summary

1 Select Order - Search Receiving [Exit](#)

Select the type of request to receive, enter search criteria if available, and search to find requests that match your criteria. To select a request, click the ID. [How To](#) [Screen Details](#)

Order ID: [Advanced](#) [Back to Select Order](#)

Search Results

Enter search criteria above

[Exit](#)

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- Searched for the same order again.

1 Select Order
2 Select Receipt
3 Receive
4 Additional Info
5 Summary

Receipt RC201335: EP200671 - Dell Test - 01-20-2005 [Prev](#) [Next](#) [Submit](#) [Exit](#)

3 Receive Items Receiving

Enter the amount or quantity you are accepting or rejecting, and include the receipt date. When entering rejection details, explain your reason for rejection in comments. When verifying a milestone, indicate whether or not the milestone is complete. If the milestone will not be completed, explain the reason in comments. [How To](#) [Screen Details](#)

No.	Quantity	Description	Unit	Prev. Accepted	Accepted	Rejected	Date Received
1	4	Latitude D600;IntelREG PentiumREG M Processor 725 (1.60GHz) w/ 14.1in XGA Display	each	0	<input type="text" value="2"/>	<input type="text" value="0"/>	Today <input type="button" value="Calendar"/>

Order ID: [EP200671](#)
 Order Title: Dell Test - 01-20-2005
 Supplier: [Dell](#)
 Contact: [Dell - UAT Testing Do NOT modify](#)
 Header Cross Reference:
 Close Order: ? ☐ Yes ☒ No
 Date: Today, 1:59 PM
 Processing Status: Receiving

Comments - Entire Receipt

Comments:

- Note that a new shell is found with a quantity of two previously received.
- An additional quantity is received.

Re-open Order for Receiving to Create a Change Order: An order that has been fully received or has been closed for receiving must be re-opened for receiving before a change order can be created.

The screenshot shows the 'Select Order - Search' screen in the eVA system. The left sidebar has a menu with 'Select Order' highlighted. The main content area has a header '1 Select Order - Search' and a sub-header 'Receiving'. Below the header, there is a text input field for 'Order ID' containing 'ep200671', which is circled in red. To the right of the input field is a 'Search' button. Below the search area, there is a 'Search Results' section with a placeholder text 'Enter search criteria above'. At the bottom of the screen, there is a footer with the text 'testp5, uat last visit 2/28/2005 11:09 AM. eVA Node5' and '© 1996 - 2003 Ariba Inc.'.

- In the previous steps we created two receipts for EP200671 to fully receive the order.
- There may be occasions when you need to re-open a closed order for additional receiving or you need to do a change order to add additional items to the original order.
- An order that has receiving closed can't be changed without re opening for receiving.
- To reopen, go to Shop Now, Click the Receive button, enter the order number and click on Search.

The screenshot shows the 'Select Receipt' screen in the eVA system. The left sidebar has a menu with 'Select Receipt' highlighted. The main content area has a header '2 Select Receipt' and a sub-header 'Receiving'. Below the header, there is a text input field for 'Order ID' containing 'ep200671', which is circled in red. To the right of the input field is a 'Reopen Order' button, also circled in red. Below the search area, there is a table of receipts. The table has columns for 'Receipt ID', 'Order ID', 'Title', 'Date', and 'Status'. The first row shows 'RC201335', 'EP200671', 'Dell Test - 01-20-2005', 'Today, 1:59 PM', and 'Approved'. The second row shows 'RC201902', 'EP200671', 'Dell Test - 01-20-2005', 'Today, 2:04 PM', and 'Approved'. Below the table, there is a section for 'Order Details' with fields for 'Order ID', 'Version', 'Title', 'Supplier', 'Contact', 'Entity Code', 'Fiscal Year', 'PO Category', 'Header Cross Reference', 'ERP Requisition Number', 'Do not send any items to eProcurement', and 'Send ALL items to eProcurement'. The 'Order ID' field contains 'EP200671' and is circled in red. The 'Version' field contains '1'. The 'Title' field contains 'Dell Test - 01-20-2005'. The 'Supplier' field contains 'Dell'. The 'Contact' field contains 'Dell - UAT Testing Do NOT modify'. The 'Entity Code' field contains 'P19d'. The 'Fiscal Year' field contains '2004'. The 'PO Category' field contains 'R01'. The 'Header Cross Reference' field contains 'test 2'. The 'ERP Requisition Number' field contains 'test 2'. The 'Do not send any items to eProcurement' field is a checkbox that is unchecked. The 'Send ALL items to eProcurement' field is a checkbox that is unchecked.

- Note that the order is closed to receiving.
- Click on the Reopen Order button.

Receipt RC201911: EP200671 - Dell Test - 01-20-2005

3 Receive Items Receiving

Enter the amount or quantity you are accepting or rejecting, and include the receipt date. When entering rejection details, explain your reason for rejection in comments. When verifying a milestone, indicate whether or not the milestone is complete. If the milestone will not be completed, explain the reason in comments.

[How To](#) [Screen Details](#)

No.	Quantity	Description	Unit	Prev. Accepted	Accepted	Rejected	Date Received
1	4	Latitude D600; Intel REG Pentium REG M Processor 725 (1.60GHz) w/ 14.1in XGA Display	each	4	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="Today"/>

Order ID: [EP200671](#)
Order Title: Dell Test - 01-20-2005
Supplier: [Dell](#)
Contact: [Dell - UAT Testing Do NOT modify](#)
Header Cross Reference:
Close Order: ? ☒ Yes ☐ No
Date: Today, 2:12 PM
Processing Status: Receiving

Comments - Entire Receipt

Comments:

- The system opens a new receipt for additional receiving showing the ordered quantity fully received.
- Click Exit.

Confirm Exit

You have asked to exit a request you are editing. Select an action to take with this request.

[How To](#) [Screen Details](#)

You are in the process of editing RC201911 - Receipt for EP200671. Choose what you would like to do next.

- **Save this request**
- [Undo any changes](#)
- [Continue working on this request](#)
- [Print a copy of this request](#)

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- Click the Save button to save the receipt for subsequent receiving.
- Return to the Home page.
- Click on Status.

Status

Click a request's ID or title to view request details. You can click check boxes to select one or more requests and then take an appropriate action; for example, move selected requests to a folder.

How To [Screen Details](#)

Requests in progress: 351

Type	ID	Date Created	Status	Title	Total
	PR202426	Tue, 25 Jan, 2005	Composing	Golf Clubs	\$2,500.00000USD
	PR202425	Mon, 24 Jan, 2005	Composing	Copy of Copy to POB-Larry	\$32,500.00000USD
	PR202424	Mon, 24 Jan, 2005	Ordering	Copy to POB-Larry	\$32,500.00000USD
	PR202414	Sun, 23 Jan, 2005	Received	Copy of Equipment	\$35,750.00000USD
	PR202413	Sun, 23 Jan, 2005	Ordering	Equipment	\$35,750.00000USD
	PR202412	Sun, 23 Jan, 2005	Ordering	Untitled Requisition	\$10.00000USD
	QQ:QQ000631_AWD123	Sat, 22 Jan, 2005	Submitted	test	\$41,480.00000USD
	QQ:QQ000631_AWD122	Sat, 22 Jan, 2005	Ordered	test	\$41,480.00000USD
	PR202399	Fri, 21 Jan, 2005	Composing	Untitled Requisition	\$375.00000USD
	PR202393	Thu, 20 Jan, 2005	Ordered	Dell Test #2 - 01-20-2005	\$16,713.40000USD
	PR202344	Thu, 20 Jan, 2005	Receiving	Dell Test - 01-20-2005	\$6,863.88000USD
	QQ:QQ001381_AWD120	Wed, 19 Jan, 2005	Composing	ST 1467	\$300.00000USD
	PR202260	Wed, 19 Jan, 2005	Ordering	Untitled Requisition	\$999.00000USD
	PR202227	Tue, 18 Jan, 2005	Ordering	swam test - 1-19-05	\$30.00000USD

Copy Delete Move to Folder: [Archive Items](#) Move

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- Note that the order is now back in a receiving status.
- Click on PR202344.

PR202344 - Dell Test - 01-20-2005 Status: Receiving

Review the request details and then take the appropriate action; for example, depending on the request status, you can approve, deny, edit, submit, receive, invoice, open, or close the request.

[Back to Status](#) [Change](#) [Receive](#) [Print](#)

[Summary](#) [Approval Flow](#) [Orders](#) [Receipts](#) [History](#)

Title: Dell Test - 01-20-2005

Use PCard: ☐

PCard number: utestp50011

Entity Code: [P194](#)

Fiscal Year: [2004](#)

PO Category: [R01](#)

Header Cross Reference:

ERP Requisition Number: test 2

Do not send any items to eProcurement: ☐

Send ALL items to eProcurement: ☐

[Line Items](#) [Hide Details](#)

No.	Type	Solicit	Order	Description	Qty	Unit	Price	Amount	Action
1				Latitude D600;IntelREG PentiumREG M Processor...	4	each	\$1,715.97000USD	\$6,863.88000USD	Detail

Supplier: Dell
 Contact: Dell - UAT Testing Do NOT modify
 Commodity Code: Computers, Notebook computers
 Contract Number:
 Bill To: P194- DPS Mail Room
 Small Business: ☐
 Minority Owned Business: ☐
 Woman Owned Business: ☐

Latitude D600;IntelREG PentiumREG M Processor 725 (1.60GHz) w/
 14.1in XGA Display

Total Cost: \$6,863.88000USD

- Note that the order now has the Change Order button.
- Click Change to do a Change Order.
- You may now add items and you can make some edits to the fully received item. However, you cannot delete the fully received item nor can you delete the item.